

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

SITION OF DESCRIPTION	<p>TITLE OF POSITION: <u>Executive Assistant</u> SALARY RANGE: <u>118A 34499-38172</u> Department or Agency Name: <u>Corrections</u> Division/Section/Unit: <u>Rehabilitative Services</u> Assignment(s)/Comments: Hours of Work: <u>8:30 A.M. – 4:00 P.M.</u> Days Off: <u>Saturday/Sunday</u> Location: <u>40 Howard Avenue</u> Restrictions/Limitations: <u>Cranston, RI 02920</u> Position Covered By Collective Bargaining Agreement: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>X</u> Name of Bargaining Unit: There is <input type="checkbox"/> is not <u>X</u> a Civil Service List for this position. <u>See A/B or Both for Specific Instructions</u> <u>Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</u></p>
TO CANDIDATE GENERAL INFORMATION	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. MOST IMPORTANT - please include the following information: <ul style="list-style-type: none"> ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: <ul style="list-style-type: none"> ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). </p>
ES STATEMENT	<p>DUTIES / RESPONSIBILITIES: To serve as a confidential assistant to the director, an executive director, an associate director, or senior administrator in their capacity to formulate, determine, and effectuate management policies in the field of labor relations; to be responsible for confidential and sensitive administrative details involving labor/management relations, personnel matters, grievances, arbitrations, collective bargaining negotiations, etc.; to maintain utmost confidentiality with respect to management processes, strategies, and organizational initiatives; to exercise discretion regarding related issues and activities; and to do related work as required.</p>
CATION & MINIMUM	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: Graduation from a senior high school, including or supplemented by courses in typing and business practices; and Experience: Such as may have been gained through: Employment in a responsible secretarial position including difficult and complex clerical duties and the independent handling of confidential administrative details. <u>Or,</u> Any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
APPLY WHERE TO	<p><u>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</u> SEND RESUME OR CS-14 APPLICATION TO: Stacey Dussault Junior Resource Specialist Office of Human Resources 39 Howard Avenue Cranston, RI 02920 Phone: 401-462-5120 Fax: 401-462-2685 Email: Stacey.Dussault@DOC.RI.GOV TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>

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PROGRAM
EMPLOYER**

